

**TOWN OF ROCKY HILL  
FINANCE COMMITTEE  
MEETING OF NOVEMBER 12, 2014**

Present: Chairwoman Cathy Vargas, Councilor Guy Drapeau (Left at 4:58 p.m.) and Councilor Bill MacDonald. Also present: John Mehr (Finance Director), Guy Scaife (Town Manager), Mona McKim (Treasurer) and Elaine McKim (Tax Collector) (Left at 4:58 p.m.).

Chairwoman Cathy Vargas called the November 12, 2014 meeting of the Finance Committee to order at 4:30 p.m. in the Council Chambers, Town Hall, 761 Old Main Street, Rocky Hill, CT.

**I. ACTION – APPROVAL OF MINUTES – OCTOBER 15, 2014 MEETING**

**Councilor Drapeau made a motion to approve the Minutes of the October 15, 2014 meeting of the Finance Committee. The motion was seconded by Councilor MacDonald and adopted unanimously.**

**II. ACTION – APPROVAL OF WORKING NOTES – OCTOBER 15, 2014**

**Councilor Drapeau made a motion to approve the Working Notes of the October 15, 2014 meeting of the Finance Committee. The motion was seconded by Councilor MacDonald and adopted unanimously.**

Finance Director Mehr said “Draft Minutes” will just be provided going forward and he asked Town Manager Scaife if this is the game plan. Town Manager Scaife said yes. This will be discussed at the next Town Council meeting. There will be Minutes and no Working Notes if the Town Council agrees.

**III. AWARD OF BID – ROOF REPLACEMENTS – HIGHWAY GARAGE AND FIRE STATION HEADQUARTERS – PUBLIC WORKS**

Finance Director Mehr said that Jim Sollmi (Director of Public Works) couldn’t make this afternoon’s meeting because he had an appointment. Finance Director Mehr said the Town went out to bid to have the lower roof replaced on the left side of the Highway Garage and to have the roof at RHFD HQ replaced. Nine bids came back and these were reviewed by the Engineering Department. Macri Roofing, Inc. is being recommended for RHFD HQ’s roof and Scholar Painting and Restoration, LLC is being recommended for the Highway Garage roof.

**Councilor Drapeau made a motion to approve the Resolution for the Award of Bid – Roof Replacements: Fire Station Three and Town Garage and forward it to the Town Council**

for its Consent Agenda. The motion was seconded by Councilor MacDonald and adopted unanimously.

**BE IT RESOLVED** that the Rocky Hill Town Council awards the bid for the Roof Replacement at Fire Station Number 3 to Macri Roofing Inc., 36 Duffy Avenue, Meriden, CT at a bid price of \$28,950.00. This roof replacement will be charged to the Capital Improvement Budget – budget line 01-950-000-5725 for Building Improvements – Town for the 2014-2015 budget year.

**BE IT FURTHER RESOLVED** that the Rocky Hill Town Council awards the bid for the Roof Repairs and Replacement at the Town Garage to Scholar Painting and Restoration, LLC, 2 Klarides Village Drive, Seymour, CT at a bid price of \$21,820.00. This roof replacement will be charged to the Reserve for Capital and Nonrecurring Expenditure Fund – Repairs and Improvements to Town Buildings – budget line 40-950-000-5444 for the 2014-2015 budget year.

*Report and Recommendation*

The Town went to bid for roof replacements at Fire Station Number 3 and at the Town Garage with a bid opening on October 29, 2014. Nine contractors submitted bids. The Public Works-Facilities Department recommends that Macri Roofing be awarded Fire Station Number 3 and Scholar Painting and Restoration be awarded the Town Garage. This bid is for roof replacement work that will be performed based on weather conditions during the July 1, 2014 through June 30, 2015 budget year.

*Other Bidders:*

Diamond, Inc., Waterbury, CT  
Posyllo GC Corp., Brooklyn, NY  
Silktown Roofing, Inc., Manchester, CT  
The Roofing Store, LLC, Plainfield, CT  
C & M Roofing Co., LLC, South Windsor, CT  
Eagle Rivet Roof Service, Bloomfield, CT  
American Integrity Restoration, Glastonbury, CT

Before this motion was voted on, Councilor Drapeau asked if these had been budgeted for. Finance Director Mehr said the roof for the Highway Garage has been. Chairwoman Vargas confirmed that the roof for the Highway Garage will be coming out of the \$72,000 in the nonrecurring account (Repairs and Improvements to Town Buildings) and that the roof for RHFD HQ will be coming out of the \$55,000 in the Capital Improvement budget (Building Improvements) or she asked if these needed to be switched. She also asked if there will be enough money left to do whatever else is needed. Finance Director Mehr didn't think there was a need to switch this and hopefully there will be enough money if they have no emergencies. At this point the motion was voted on.

**IV. UPDATE – DELINQUENT PROPERTY TAXES COLLECTION –  
TAX COLLECTOR**

Town Manager Scaife thinks a lot of progress has been made on this. Finance Director Mehr and Elaine McKim have been working on this. Town Manager Scaife said it is critical for everyone to know what the timelines are and what actions will be taken. It has been verified that these are statutorily and legally in line with what they are allowed to do. Most importantly, Elaine McKim has a tracking document that lists all of the delinquent accounts and the higher amount ones will be gone after first. This form will allow them to report the progress they are making on a monthly basis. The initial focus will be on real estate and then property and vehicles will be discussed at subsequent meetings.

Town Manager Scaife asked Elaine McKim to explain about the meeting they had earlier today which will take them to the next step. Elaine McKim referred to the paperwork that the Councilors had. The Tax Collector's Work Calendar is a summary of the steps she takes beginning with the bills and ending up with the liens. If someone is delinquent they will receive a delinquent bill and then a demand notice after that. After that, there will be an attempt to lien and then a lien will actually be done if someone doesn't pay. She referred to the meeting that they had earlier today. She would like to do a tax sale, which is where they would go out to bid and different people can bid on the lien. A deed can be turned over six months after the bid to the person who has the highest bid. This will clean up the records on the back taxes.

There are sixty-one delinquent taxpayers that owe \$4,000 or more. The total for these comes to \$584,009. There are thirty-two delinquent taxpayers who they are focusing on that would be subject to tax sales. Elaine McKim referred to the spreadsheet that the Councilors had. This starts with who owes the most taxes right now. Chairwoman Vargas referred to the first one on this and where it states the last amount paid. There was a dollar amount listed three times with the same date. She asked if this meant that they had paid that dollar amount three times, once for each of those years and if \$21,000 was paid or just \$7,000. Elaine McKim said \$21,000 was paid.

Town Manager Scaife said the key point is that this is now being tracked by account. Elaine McKim personally called on several businesses that were significantly delinquent and she has gotten a positive response from several of them. Town Manager Scaife said they can move immediately to the next phase if particular property owners aren't responsive. Once someone is delinquent then there is no time limit with regards to moving straight to a tax sale. Tax jeopardy can be declared if someone has concerns about their next bill due to a financial situation. It can be added to the upcoming bill. This is a nice tool for them to help them make sure that when the obligation is pursued that they are looking a little bit forward.

Councilor Drapeau asked if this is the complete list. Elaine McKim said this isn't current one but it is the prior delinquent one. Councilor Drapeau asked if there is a delineation between late and between delinquent and what it is if there is one. Elaine McKim said prior delinquent would be for everything from the past Grand List years. The one being worked on now is for the 2013 Grand List. Payments that were due in July would be considered delinquent now but those weren't listed yet because the lien hasn't been placed yet. Councilor Drapeau asked if this Work

Calendar is a new policy or if it has been in existence. Elaine McKim said the top of the Work Calendar is all of the steps that have been taken up until the lien process. The tax sale will be new. Town Manager Scaife said the Town has never taken it past the step of putting properties in lien. Foreclosures aren't a desired route because that is extremely complicated and a lot of expenses aren't able to be recouped. An outside firm will be used to help with tax sales and every expense will get added to those bills so the Town will have no additional cost. This will also allow them to take some properties that have little value or for them to get open space, for example, where the developer is gone. This process will facilitate them getting these properties deeded to the Town and getting these off of the books.

Councilor Drapeau asked if there is a policy for autos. Town Manager Scaife said not yet. They will be drilling down property in the same way next and autos will be behind that. If a property goes to a tax sale then any other obligations will be looked at (i.e. auto, etc.) and these will be rolled into that liability to the owner. Councilor Drapeau said autos degrade in value more quickly than property so he said their policy might need to be a little more aggressive. Town Manager Scaife said they should have something for this Committee's next meeting with regards to how they are going to drill down on that component. Councilor Drapeau said this is a good start and he wished them luck.

Councilor MacDonald asked Elaine McKim if a tax sale has ever been done in Rocky Hill or if she has ever done one in her past. Elaine McKim said not that she knew of and she hasn't done one. Councilor MacDonald hopes they will get some guidance and some training. Town Manager Scaife said a firm will be used to assist them on this and this is who he and Elaine McKim had met with today. Councilor MacDonald confirmed that there are thirty-two properties out of sixty-one that are on the list that are subject to the tax sale. Elaine McKim said correct. Councilor MacDonald said he only came up with seventeen when he counted these. Chairwoman Vargas said individual years count so one person may have three delinquent years. Councilor MacDonald asked which of the thirty-two are subject to tax sales. Elaine McKim said Numbers 1 through 33 on the spreadsheet are. One of these is in Court. Councilor MacDonald referred to one on this list where a letter had been sent but there was no response so he asked how he would know that this is subject to a tax sale. He referred to a key category being "Subject To Tax Sale" because he couldn't tell on the spreadsheet which ones are. Town Manager Scaife said they should have had some code in the status category to reflect the ones that are subject to tax sale. Councilor MacDonald told them that it would help him if they could revise this and get this back to him. Elaine McKim said okay.

Councilor MacDonald asked who determines what the payment plan will be and what the interest is for the ones that are subject to this because he doesn't think the debt will ever be paid off for some of these payment plans. Elaine McKim said these are turned over to the Town Attorney. A letter is sent out and the person will call to say how much they can pay to cover the interest and the principle. A payment plan will be come up with if someone can't pay because of a hardship, etc. These people would have called her or the former Town Manager in the past in order to come up with an agreement for the payment. The letter also states that they will go back to re-evaluate this after one year to see their status. She said they will be re-evaluating now. People will be given enough time and then a letter will be sent out. There will then be the next step with regards to a tax sale. Councilor MacDonald asked how many are on a payment plan, as

well as how many are current or not current in their payments. Town Manager Scaife explained that this is a work in progress and there had been some ridiculous payment plans which had gotten approved a long time ago. They have the right now to go to these people to say that this might have been okay in the past but it isn't going to be going forward. They will have to come up with a suitable payoff or go to the next step. Councilor MacDonald asked if these are formal payment plans because their ability to change these might be limited. Elaine McKim said they are. Town Manager Scaife said there are clauses in the one or two that he had seen. Councilor MacDonald said they really need to get an understanding of what the process will be around this going forward and he was sure that they would be coming to a future meeting explaining this. Elaine McKim said yes.

Councilor MacDonald said it been talked about in February and then during the April budget session about how there are thousands of old delinquent accounts for motor vehicles and personal property that total in the millions. He told Elaine McKim that she was going to look at attorneys, collection agencies and also look at selling off a bunch of things. Councilor MacDonald asked what has been done to date on this. Elaine McKim said she got in touch with a collection agency and the Town Attorney went over the contract. This just needs to be signed off on. Some of the vehicles can also be put in with tax sales. The DMV is also still being reported to.

Chairwoman Vargas asked if the process is posted anywhere (i.e. the Town's website). Town Manager Scaife said they can certainly do this.

Chairwoman Vargas asked if the cost for the collection agency or if the tax sale need to be approved by the Town Council. Town Manager Scaife said this is just an operating process so he doesn't think so.

## **V. UPDATE – BLUM SHAPIRO IT ASSESSMENT REPORT –FINANCE**

Finance Director Mehr said the auditors had come in earlier this year and they had spoken about how the IT situation is involved in their audit, etc. The auditors had mentioned how every four or five years that the auditors for the IT area go out and do a review of this area for their clients. Those auditors provide a report to the Town's auditors to get an idea of what they think of this IT situation. He, Mona McKim and John Nowakowski (IT Department) had met with the auditors around June 17, 2014. A courtesy report from the auditors was issued in August. Finance Director Mehr told the Councilors that he had provided a copy of this to them, as well as to Town Manager Scaife and Russ Ford (IT Director).

Chairwoman Vargas asked if this is the first time this has been done. Finance Director Mehr said this is more for the auditors' internal use so he didn't know if they had sent out a report five years ago.

Councilor MacDonald asked if there is a way to get something like this in a timelier manner. Finance Director Mehr said he probably could have gotten this out in a timelier manner but there had been an IT Committee in Town that wasn't meeting and there wasn't a Finance Committee meeting in September.

Councilor MacDonald said he wasn't happy at all with management's responses or recommendations in this report. Approximately thirteen of these relate to the IT Committee, which they no longer have. He asked where they are on technology because these are significant issues that have been raised. Finance Director Mehr said they had been going on what had been in place in June when they were interviewed. They will need to meet with Russ Ford to discuss some of these issues on a more formal basis now that there is an IT team in place that should be able to start incorporating some of these things on a more rapid basis. Councilor MacDonald asked if this will be in addition to the other report they have. Town Manager Scaife said that he and Russ Ford have both reviewed the report. They will be able to easily knock off some "low hanging fruit" and other things will be in progress because they are in the process of updating their operating system software. They don't agree with everything that Dr. Picard had stated in his report. Town Manager Scaife said the document is a good one and it is an operational issue for them to work on. He thinks a lot of these things will be done by the end of the year. The ones that have to be budgeted for will take longer. Councilor MacDonald is looking for all of these items to be captured and for the status of all of them. His fear is that things will get moved over and then two or three things will be worked on. Before they know it, there will be an item that the auditors brought up that they forgot about again. He is trying to get how all of the IT issues will be captured and have the status on these reported back to this Committee or to the Town Council. Town Manager Scaife said one of the key reasons an IT Director was hired is to make these things happen because this is really an operational issue. Councilor MacDonald said that maybe they could have a presentation by the IT Director. Town Manager Scaife said each issue needs to be addressed. There will be specific commentary as to whether action is taken or the reasons that it wasn't taken so that they aren't left in limbo.

Chairwoman Vargas asked if the document they received about this is going to be shared as a FYI with the Town Council in their packets for their Monday night Town Council meeting. Finance Director Mehr said this can be put on the table for them and he told Chairwoman Vargas that she could also mention this in her report that evening. Chairwoman Vargas said maybe the IT Director can give a report at the end of the first quarter or second quarter to address items at that point in time. Finance Director Mehr is sure that the IT Director will address other department's concerns as well. Councilor MacDonald guesses they are particularly sensitive to when external auditors raise items in a report to the Town Council via the Finance Committee that management is addressing those.

## **VI. UPDATE – MDC 2015 AD VALOREM TAX – FINANCE**

Finance Director Mehr said that he and Town Manager Scaife had gone to the MDC hearing on its proposed budget. Finance Director Mehr told the Councilors that he had highlighted a couple of the key pages among the various information the MDC had provided. It looks like their Ad Valorem Tax is proposed to go up from \$2,087,000 to \$2,225,000. The MDC's formal budget won't be adopted until the beginning of December so hopefully this amount will be lowered down. The water use charge is staying flat. The sewer use charge will be going from \$2.62 to \$2.80. The third page of this information encompasses the MDC's whole budget from a summary of revenues from water and sewer, as well as their expenditures. A key thing that had been brought up at the hearing was how the MDC had used some of the fund balance from last year's budget to balance things out. This is at zero this year. The Towns thought the fund

balance use was being pushed up until the Ad Valorem Tax. They are hoping that some of this fund balance will be used if they are recognizing that they are projecting to come out with a favorable profit at year's end, as well as have the Ad Valorem Tax reduced to the various Towns.

Councilor MacDonald asked how the MDC actually votes on the budget and who votes. Finance Director Mehr believes they have a Committee of eighteen to twenty-four people who are proportionally represented by the Cities and Towns. Councilor MacDonald asked how their representatives would get their input because he would tell them to vote no on this budget, which he thinks is ridiculous. He asked in the past, how they would have gotten the Town Council's view about what they think over to their representatives. Finance Director Mehr said their representatives are Ray Sweezy and Rich Vicino. They haven't communicated anything to Ray Sweezy and Rich Vicino on this in the past. Councilor MacDonald said Ray Sweezy and Rich Vicino represent them so they should give them the Town Council's view on the budget. Councilor MacDonald said that he would bring this up at Monday evening's Town Council meeting unless they want to have this brought up through a Resolution or as something through the Town Manager's report that evening.

Chairwoman Vargas asked if this item is on the agenda for the Town Council meeting on Monday evening and she asked if they could invite the two representatives to that. Town Manager Scaife said they could. He told Councilor MacDonald that he appreciates what he is saying but from looking at these numbers, this allows no concept as to what Capital needs the MDC has or what regulatory mandates, especially on the sewer side, they are dealing with. The MDC is faced with an aging plant that must be upgraded and they are faced with environmental mandates. It becomes really challenging to say whether this budget is right or wrong. They are dependent on their representatives with regards to them pushing whether expenditures, etc. are necessary. A lot of the expenses are for things that have been in the works for years. The representatives would start talking about the projects if they were to come in front of the Town Council. Town Manager Scaife asked how a layman can say if something is or isn't necessary. Councilor MacDonald said the Town had voted on these projects in a referendum a couple of years ago and they are all paying their water bills. This won't change. He said though that Rocky Hill has two representatives who are really strong people and they represent this Town well but it looks like they never have a conversation with these two representatives once they get appointed. Town Manager Scaife thinks it is a really good idea for the two representatives to come in to speak to the Town Council. Chairwoman Vargas asked if they can try to have Ray Sweezy and Rich Vicino come on Monday. Town Manager Scaife said they can.

Councilor MacDonald asked Finance Director Mehr what the percent increase is year over year based on what MDC's proposed budget is. Finance Director Mehr thinks the Ad Valorem Tax is going up 7%. Town Manager Scaife said Rocky Hill's tax percent actually went down from 5.77% to 5.75% and other communities jumped by .4%. Councilor MacDonald asked what factor is driving this. Town Manager Scaife said this is really just trying to have a fair pro rate. Councilor MacDonald said this has to be driven off of headcount, etc. There are less people using this if this is going down so the MDC isn't giving them anything. Finance Director Mehr believes this is driven off of the Grand List. Councilor MacDonald would like the Town Council to see what this is and have a discussion on this to see if they want to send a letter to their two representatives about how a 7% increase just isn't acceptable.

**VII. UPDATE – NONRECURRING FUND AND SCHOOL BUILDING SUMMER PROJECTS – FINANCE**

Finance Director Mehr referred to what they have gone through in the nonrecurring fund so far this year and the bulk of this relates to three school projects, probably for air conditioners, at Stevens School, West Hill School and Griswold Middle School. A half of a million dollars has been spent so far for the West Hill School fire sprinkler project and they are still in the process of closing this project out. There are also security upgrades that tie into a grant that the Board of Education has received. He believes that they have spent the money that they had gone out to bid on to incorporate new PA systems at West Hill School and Stevens School, as well as a number of security cameras for West Hill School, Stevens School and Griswold Middle School. Money is still remaining in this and they have until June 30, 2015 to spend the State grant money. He understands that the Board of Education has been successful in getting a second round of grant money, which also has to be spent by June 30, 2015. These projects had been budgeted for last year but monies were transferred into the nonrecurring account because of a timing issue. Chairwoman Vargas referred to the grant money for the first round of security and she asked if they are just going to submit bills to the State for them to pay that. Finance Director Mehr said the Town will pay and he is working with Chuck Zettergren (Finance Director for the Board of Education) to see how they will submit reimbursement to the Agency managing this grant. Chairwoman Vargas said they had just gotten an e-mail from Town Manager Scaife about the second grant that had been awarded two weeks ago and they were told that as long as there are matching Town funds then they will get that. Chairwoman Vargas asked where that money is coming from. Finance Director Mehr believes there should be enough money in this fund to match this.

Councilor MacDonald thinks they need to get clarity on what the State requires as “matching”. Finance Director Mehr said this will be something like 55% for the State and 45% for the Town. A receivable for the State monies is set up when they pay the bills. There are no shifting funds. When the grant was applied for, the Board of Education had specified what they were going to use that money for and what school it would be used at. This has to be followed in order to get reimbursement. Councilor MacDonald asked Finance Director Mehr if he feels comfortable that there is enough money in this to cover the Town’s portion and he said yes. Finance Director Mehr said he didn’t know what the breakout is. Councilor MacDonald had this information from going online. He imagines part of this is also going to CREC so the full amount isn’t going to the Town side and maybe they could have an update on this at some point. He is concerned about the matching part of this and for them to see if they can’t use things that they are already using for security to offset this. Finance Director Mehr said they had allocated \$350,000 for security issues from the previous budget and he thought they had used some of that to match. He thinks they should have enough money for the Town’s match but they need to get the documentation from the grant telling them how much this will be. Councilor MacDonald said the grant is telling them how much they got based upon what they had applied for. Finance Director Mehr thinks this is for two schools. Councilor MacDonald said it is for Stevens School and West Hill School. He thinks the other one might be for CREC. They got this grant because Chuck Zettergren did a great job. Finance Director Mehr thinks they might have to move quicker on this one than they had on the last one. Councilor MacDonald questioned if the



bidding for this would go through the “super Committee” (Government Operations Committee, Public Buildings Commission and School Buildings Committee).

Councilor MacDonald said when he was looking at this information that the far left column states “Fiscal Year”. He asked if there is still a balance for sidewalks from fifteen years ago. Finance Director Mehr said this had started then so this is continuous. They are looking into doing a project. Councilor MacDonald asked how the disabled bus can have a balance from 1999. Finance Director Mehr said they have been putting money in there and Chairwoman Vargas said that is because a bus is going to be bought. Councilor MacDonald asked if that column is irrelevant then. Finance Director Mehr said they put that in there because it is from the audit report. Chairwoman Vargas thinks they needed to start putting money in for a disabled bus in 1999. Councilor MacDonald said this shouldn’t go back to 1999 because that fiscal funding has been used. Chairwoman Vargas thinks this is trying to state when the funding started so this is more of a reference point. Councilor MacDonald sees no value to this and he would leave this for Finance Director Mehr to handle. Chairwoman Vargas told them if they needed this offline for them to just not print it. Mona McKim said it is an audit detail and they can leave it out.

Finance Director Mehr asked if they want something like this quarterly. Chairwoman Vargas said yes.

#### **VIII. UPDATE – STATE AID TO MUNICIPALITIES FOR 2014-15 BUDGET – FINANCE**

Finance Director Mehr said the first 25% of their ECS Grant had come in at the end of October. They have received all of the money up to this point that they were expecting to from the State.

Councilor MacDonald asked where the new grant they are getting for security is showing up and he asked if this goes on here. Finance Director Mehr said no. The grant is a one-time deal so it has to be tracked separately. Councilor MacDonald said at some point it might be helpful for them to have a document that provides information on the recurring grants they got for this year, as well as what else they got for a grant from the State. Their State Representative and State Senator are doing a lot of hard work and they are getting a lot of money in for this Town. He wants to know what Ray Carpentino (Economic Development Director) is doing as far as getting grants for them. Finance Director Mehr said these grants are part of their General Fund and he told Councilor MacDonald that some of the other ones could be special revenue funds that they get for a one-time use for specific things. Finance Director Mehr said a good source would be their audit reports, which have State and federal revenues on them. Councilor MacDonald said this is what he would like and he is leaving this up to Finance Director Mehr and Mona McKim.

#### **IX. MONTHLY FINANCIAL REPORT – OCTOBER 2014 – FINANCE**

Chairwoman Vargas said Councilor MacDonald had asked about salaries last month. Finance Director Mehr said that had been a coding error. A retirement had been posted into the wrong account.

Councilor MacDonald asked Finance Director Mehr, based on his review of this report, if there is anything on it that they should be concerned about as far as expending more. Finance Director Mehr said a concern he sees is in legal expenses, especially on the revaluation (assessment) lawsuits. Another concern is that the electrical rate is going up, which is due primarily to the transportation charge. They are locked in for a high percentage of their electricity on the generation side but there is talk about CL & P being given increases in the distribution charges so this could be an impact. It also seems like MDC has been billing this Town quite a bit based on estimated bills for the past few years and they are fixing how they get the usage numbers so larger bills are coming in for the water. Councilor MacDonald asked how long MDC has been giving estimated bills. Finance Director Mehr said this could be from three to nine months. Overtime will also come into play now because of snowstorms. He isn't sure how the RHPD is doing with regards to overtime because he knows they have a lot of people out on leave and those shifts have to be covered for. Town Manager Scaife sees the overall budget being okay but he then referred to the RHPD overtime because there are mandatory staffing levels that they have to meet.

**X. DISCUSSION/APPROVAL – 2015 FINANCE MEETING SCHEDULE –  
FINANCE**

**Councilor MacDonald made a motion to approve the 2015 Finance Committee Meeting Schedule. The motion was seconded by Chairwoman Vargas and adopted unanimously by those present.**

**Finance Committee  
Meeting Dates  
2015**

**Wednesday, January 14, 2015**

**Wednesday, February 11, 2015**

**Wednesday, March 11, 2015**

**Wednesday, April 15, 2015**

**Wednesday, May 13, 2015**

**Wednesday, June 10, 2015**

**Wednesday, July 15, 2015**

**Wednesday, August 12, 2015**

**Wednesday, September 16, 2015**

**Wednesday, October 14, 2015**

**Wednesday, December 16, 2015**

Finance Director Mehr said a Finance Committee meeting hasn't been scheduled in November 2015 due to the election and not knowing when the Committees will be formed after that. A special meeting can always be scheduled.

**XI. OTHER**

Chairwoman Vargas asked if the Hayes Farm has been closed on. Finance Director Mehr said Town Manager Scaife had signed the easement papers yesterday but the banks were closed. All of the Hayes' signatures were supposed to be gotten today and the paperwork (Mylars) was supposed to be filed with the Town Clerk. They think this is supposed to be closed on today but they aren't positive and Finance Director Mehr asked Town Manager Scaife if he got anything back. Town Manager Scaife said there is nothing new.

**XII. ADJOURNMENT**

**Councilor MacDonald made a motion to adjourn the meeting at 5:32 p.m. The motion was seconded by Chairwoman Vargas and adopted unanimously by those present.**

Respectfully submitted,

Jo-Anne Booth  
Recording Secretary